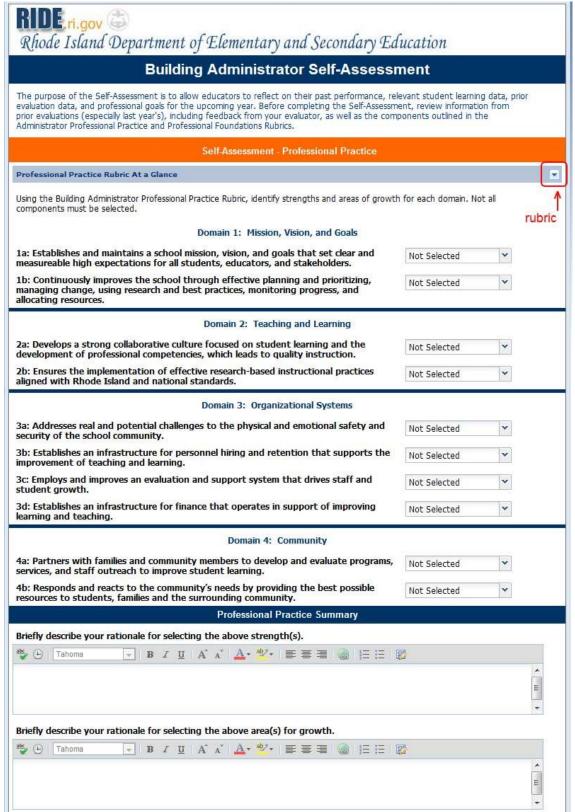
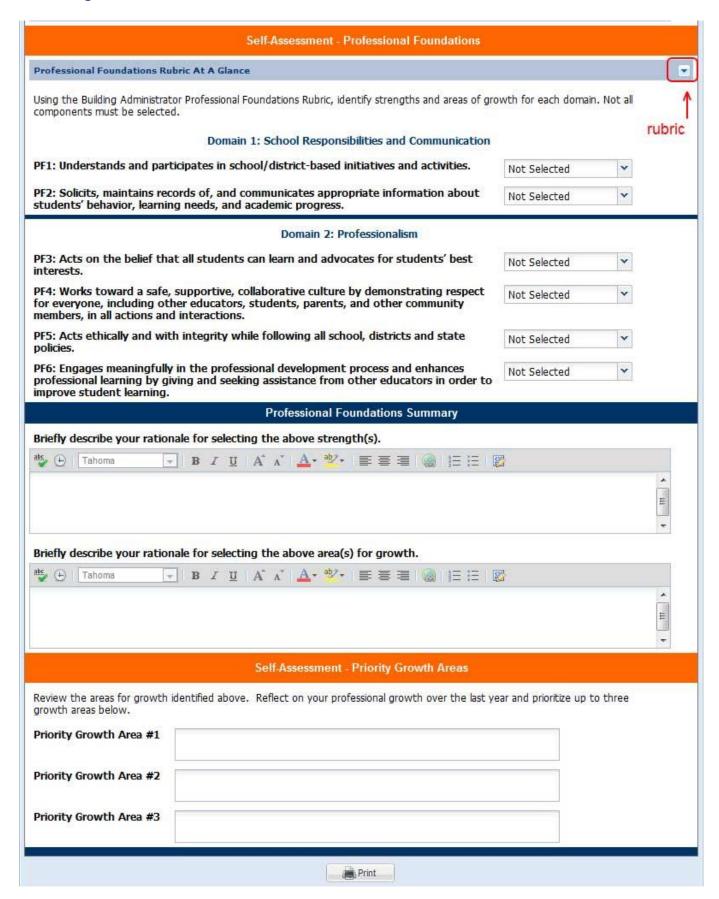
Form Purpose:

The Building Administrator Self-Assessment Form is an optional evaluatee-initiated form to be used during the evaluation process.

Form Design, Part 1:



Form Design, Part 2:



Process Overview

1. Locate the Form in the Task List

Located on the "My Evaluation Cycle" tab of the EPSS dashboard, the **Task List** is the tabbed area beneath Student Learning Objectives and Professional Growth Plan modules. All forms you have access to appear on the "All" tab and you can also use the "Action Required" tab to find only those forms currently requiring action or waiting to be initiated.

After locating the Optional Teacher Self-Assessment form in the Task List, click the "Complete" action link adjacent to the form title. This will launch the form in its own tab/window.

2. Complete the Form

- 1. In both the Professional Practice and Professional Foundations sections of the form, you will see each component listed with a corresponding drop-down field. Use these **drop-down fields** to indicate whether you consider that component to be one of your "strengths" or an "area for growth." You can also leave it at its default position, "Not Selected."
- 2. Following the Professional Practice component drop-down fields is a pair of **Summary text boxes**. Use these to describe your rationale for selecting the strengths and areas for growth you identified.
- 3. Do the same in the Professional Foundations Summary portion of the form.
- 4. The last section of the form is reserved for your **Priority Growth Areas**. Based on the information you have entered above and your professional growth over the last year, prioritize up to three growth areas using the three text areas provided.

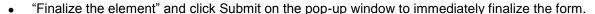
3. Form Acknowledgement

As per Form Settings, this form does not require acknowledgement by the Evaluatee.

4. Finalize the Form (To be completed by the Evaluator)

The Finalize Element function is found in the Evaluation Profile of the Evaluator's Process View.

- 1. From the user's **Evaluation Profile**, expand components to locate the form in question.
- 2. Click the Finalize (thumbs up) icon to the right of the Schedule icon.
- 3. Select:



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 "Route to Administrator" and click Submit in cases where another evaluator needs to review and finalize the form.



NOTE: Check the Notify User box, if you wish to send an email to the educator indicating that the form has been finalized or routed to another evaluator to finalize.

